

Regular Council Meeting—December 9, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on December 9, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Sage, Grace Community Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George

Council members
absent:

Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Development Director
Chief Kenneth Walsh, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

4. Public Comment

Mayor Mattox asked if anyone not listed on the agenda would like to speak. No one came forward.

5. Special Items or Recognitions

Mayor Mattox recognized and thanked Mr. Joe Emerson for running in the November 2014 Election. He also recognized former Altavista Vice Mayor Ronald Coleman.

Recognition of Councilman Bill Ferguson

Mayor Mattox recognized Mr. William “Bill” Ferguson who has served the Town in several capacities and presented him with the following resolution. Mr. Ferguson’s term will end December 31, 2014.

**RESOLUTION HONORING THE SERVICE OF
WILLIAM “Bill” FERGUSON
TO THE TOWN OF ALTAVISTA**

WHEREAS, WILLIAM “BILL” FERGUSON WAS ELECTED TO THE ALTAVISTA TOWN COUNCIL AND BEGAN SERVICE ON JANUARY 1, 2007 AND WILL CONCLUDE HIS SECOND TERM ON DECEMBER 31, 2014; AND

WHEREAS, COUNCILMAN FERGUSON, DURING HIS EIGHT YEAR TENURE HAS CONSCIENTIOUSLY AND CAPABLY SERVED THE TOWN OF ALTAVISTA AND ITS CITIZENS IN A VARIETY OF CAPACITIES, INCLUDING SERVICE AS A MEMBER OF THE PLANNING COMMISSION SINCE APRIL 2006, THE DESIGN REVIEW COMMITTEE FOR ALTAVISTA ON TRACK, THE ALTAVISTA COMMUNITY TRANSIT SYSTEM ADVISORY BOARD, THE TOWN’S RECREATION COMMITTEE AND SEVERAL TOWN COUNCIL COMMITTEES, MOST RECENTLY ON THE FINANCE/HUMAN RESOURCES COMMITTEE AND CHAIR OF THE PUBLIC WORKS/UTILITY COMMITTEE; AND

WHEREAS, COUNCILMAN FERGUSON HAS SERVED THE TOWN OF ALTAVISTA WITH PURPOSE, ENTHUSIASM AND DEDICATION WHILE BRINGING A “COMMON SENSE APPROACH TO COUNCIL’S DECISION-MAKING AND EXHIBITED EXEMPLARY CONDUCT PORTRAYING A SENSE OF FAIRNESS; AND

WHEREAS, COUNCILMAN FERGUSON HAS BEEN INSTRUMENTAL IN THE VISION AND PROGRESSIVE NATURE OF THE TOWN, THROUGH HIS SUPPORT OF PROJECTS SUCH AS THE DOWNTOWN INFRASTRUCTURE/STREETSCAPE PROJECTS; FORMATION OF THE ALTAVISTA ON TRACK ORGANIZATION; THE CREATION OF THE ALTAVISTA COMMUNITY TRANSIT SYSTEM (ACTS); TOWN BEAUTIFICATION EFFORTS INCLUDING PARK RENOVATIONS AND THE BEDFORD AVENUE BANK PROJECT, AND RECYCLING EFFORTS IN TOWN TO NAME A FEW: AND

Now, THEREFORE, BE IT RESOLVED BY THE ALTAVISTA TOWN COUNCIL THAT THE COUNCIL HEREBY HONORS AND PRAISES

WILLIAM “Bill” FERGUSON

FOR HIS OUTSTANDING SERVICE TO THE PEOPLE OF ALTAVISTA AND HIS LOVING DEDICATION TO THE BETTERMENT OF THE TOWN OF ALTAVISTA, VIRGINIA UPON HIS RETIREMENT FROM OFFICE.

Adopted the 9th day of December 2014.

Michael E. Mattox, Mayor

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the resolution recognizing Mr. William “Bill” Ferguson.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

Mr. Ferguson stated it has been an honor and a pleasure to work with the folks in the Town and a great experience for him.

FY2016 Budget-Public Input Session

Mayor Mattox advised Council is looking forward to the FY2016 Budget process and in doing so is seeking input from the public as to items that they would like to see considered or discussed in the preparation of the Town’s budget.

No one came forward to speak.

6. Consent Agenda

- a) Approval of Minutes- Regular Meeting November 11, 2014, Continued Meeting November 12th, 2014 and Special Meeting November 19, 2014
- b) Receive monthly review of Invoices

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- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
 - Administration
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works/Utility Department
 - Transit System

A motion was made by Mr. George, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Mrs. Dalton advised the Committee considered the request of Mr. Mike Hudson, Avoca Museum's Director, to allow the use of expended funds devoted to capital improvement projects at the facility. The FY2015 Budget included funds in the amount of \$59,000 for the painting of the museum, the office and other outbuildings. Mr. Hudson was able to negotiate a price for the work that was \$16,000 lower than budgeted. She advised of several maintenance issues that are evident at the museum and Mr. Hudson has requested that he be allowed to utilize the unexpended FY2015 CIP funds for those needs. Mr. Hudson feels that the remaining funds should be sufficient to cover the costs. The Committee recommends that the Director's request for use of the unexpended funds included in the FY2015 Budget for capital improvements at Avoca be approved.

Mrs. Dalton motioned that the Altavista Town Council allow the unexpended funds in the FY2015 Budget for Avoca's CIP projects be used in accordance with the Directors' request.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

ii. Police/Legislative Committee

Mr. Edwards advised of two new employees with the Altavista Police Department.

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Chief Walsh introduced Detective Barbara Gibson and Captain Barry Stocks. Detective Gibson was hired with the Police Department on December 8, 2014 and Captain Stocks on November 25, 2014.

iii. Public Works/Utility Committee

No report.

Other Items

9. New Business

A) FY2016 Altavista Community Transit System (ACTS) Draft Budget

Mr. Coggsdale advised each year Council is requested to consider the Altavista Community Transit System's (ACTS) budget at their December meeting to allow staff to proceed with the grant application that provides state and federal funds for the operation of the system. He presented Council with correspondence from the Assistant Town Manager related to the ACTS Budget request for FY2016.

The requested budget for ACTS totals \$169,550, with \$95,550 of that being Operational, a slight decrease from last year. The remaining \$74,000 is related to funding for the Capital Improvement Plan associated with the system which includes a replacement bus and bus shelters. The Town's portion of the Operational is \$28,455 and the Capital Improvement Plan is \$14,800

Mr. Witt addressed Council and thanked them for their continued support of ACTS. He advised the ridership has double since 2011 noting the proposed budget calls for a local match of \$29,498. The CIP items cover the purchase of a new bus and two bus shelters.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson to approve the FY2016 ACTS Budget in the total amount of \$169,550, with \$43,255 being local share and authorization of Town staff to apply for the federal and state funds associated with ACTS Budget.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

B) Loading Zone Petition

Mr. Coggsdale advised previously, Dr. Charles West submitted a Petition that seeks the elimination of the loading zone in the 500 block of 7th Street; there are two loading/unloading zones located on 7th Street between Broad Street and Campbell Avenue. He noted Section 74-168 of the Town Code addresses the use of loading zones. Upon receipt of the petition, staff began a review of loading zone needs and the relevance to the central business district. Research indicates that efficient freight movement is critically important to the

economic viability of small central business districts. Due to the historical nature of the downtown, off-street parking at businesses is relatively non-existent with only a few providing parking for their customers. Without off-street parking the access to areas for loading/unloading in the downtown area in relative proximity to businesses is reduced. Staff understands the need to balance the parking needs of patrons versus the loading/unloading needs of commercial trucks, service vehicles, and small-package-delivery vehicles. Mr. Coggsdale noted there are 23 parking spaces on 7th Street between Broad Street and Campbell Avenue, eighteen are regular “2-Hour Parking”, three are “Handicap”, and two are “Loading/Unloading Zones”. There are forty-four spaces in the Town Hall Parking lot for public use. He felt there was adequate parking in the area and the needs of businesses to have a method for delivery of product; the existence of the loading/unloading zones on 7th Street is justified. Mr. Coggsdale stated based on the review, the existing “loading/unloading zones” can be time restricted and they will be signed to be “No Parking – Loading Zoning from 8 AM to 6 PM Monday through Friday” with a “30 Minute Maximum”.

C) Vehicle Purchase-Administration

Mr. Coggsdale advised the FY2015 Budget includes funds for the replacement of the Town Manager’s vehicle in the amount of \$27,000. Last month, the former vehicle used by the manager was transferred to the Police Department for use associated with the Regional Task Force. In addition, the new Economic Development Director has begun work and the vehicle that was being used by the Town Manager is being used by the ED Director. Due to the past discussion regarding vehicle purchases, Mr. Coggsdale informed Council that the purchase of the “replacement” vehicle for Administration is needed.

D) Calendar Year 2015 Town Council Meeting Schedule

Mr. Coggsdale advised of a memorandum from Mayor Mattox proposing the 2015 meeting schedule. This schedule would continue with holding the Council’s regular meetings on the 2nd Tuesday of each month at 7:00 p.m. in the Council’s Chambers of Town Hall. In addition the Mayor is proposing that the current committee structure be replaced with a monthly Town Council Work Session that would be held on the 4th Tuesday of each month at 5:00 p.m. in the Council’s Chambers of Town Hall.

Mayor Mattox stated the goal is for Council to be more efficient and effective and felt this could be accomplished by having a set date and time for the work sessions.

A motion was made by Mr. George, seconded by Mr. Emerson, to approve the 2015 meeting schedule as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

10. Unfinished Business

11. Manager’s Report

a) Town Council Calendars (December/January)

Mr. Coggsdale noted the proposed continued meeting on December 17, 2014 to continue discussions with Gay & Neel, LLC and asked Mayor Mattox to

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continue this meeting to that date. He mentioned the Town of Altavista Council, Town of Brookneal Council and Campbell County Board of Supervisors had a dinner meeting on December 8, 2014.

b) Informational Items

i.) Bedford Avenue Project Meeting Notes

12. Matters from Town Council

Mayor Mattox extended holiday wishes to all.

13. Closed Session

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was continued to December 17, 2014 at 5:00 p.m. This meeting end at 7:28 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk